



Local Assistance Division Newsletter

Providing guidance for localities and serving as a liaison to local governments throughout the state

Volume 12, Issue 2

Summer 2021



LOCAL PROGRAMS WORKSHOP

2021

**GENERAL
REGISTRATION IS
NOW OPEN!**

9th Annual Local Programs Workshop

October 26—28, 2021

Norfolk Waterside Marriott

The Local Programs Workshop provides up to 9.5 educational hours for attendees. General registration opened on August 2, 2021. Please visit our Local Programs Workshop [webpage](#) for registration details, schedule and more!

Sponsorship Opportunities— **LIMITED AVAILABILITY!**

There is a limited number of booth space remaining. To reserve a space or need sponsorship information, please check out our “Sponsorship” section on the workshop [webpage](#).

Project Showcase

As part of the Local Programs Workshop, we will be having a project showcase. We are looking for submissions of projects to highlight. If interested in submitting a project or you have questions, please go to our [webpage](#) and check out our “Project Showcase” section.

Mobile Workshops

We are offering five mobile workshops this year. Registration cost \$10, please indicated your interest during registration. For information on these mobile workshops, check out our “Mobile Workshop and Other Events” section on our [workshop webpage](#).

2021 Locally Administered Projects Performance

FY21 LAP PERFORMANCE

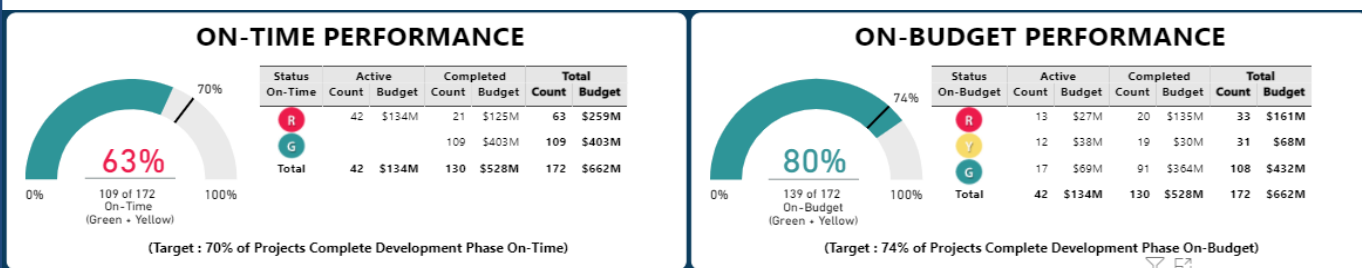
On-time project delivery is a key performance measure for both VDOT and Locally Administered Projects. Periodically the division reports on-time advertisement of Locally Administered Projects as a measure of program success. This information is tracked in two ways — real time via [VDOT's Dashboard](#) and by tracking advertisements planned by calendar year on what we call our “commitment list.”

On June 30th, the State 2021 fiscal year ended and we have final Dashboard numbers for Locally Administered Projects. As many of you know, the targets for on time and on budget awards are 70% and 74%, respectively. Our final numbers are not where we would like them to be but we are working diligently to improve!

Continued on next page ...

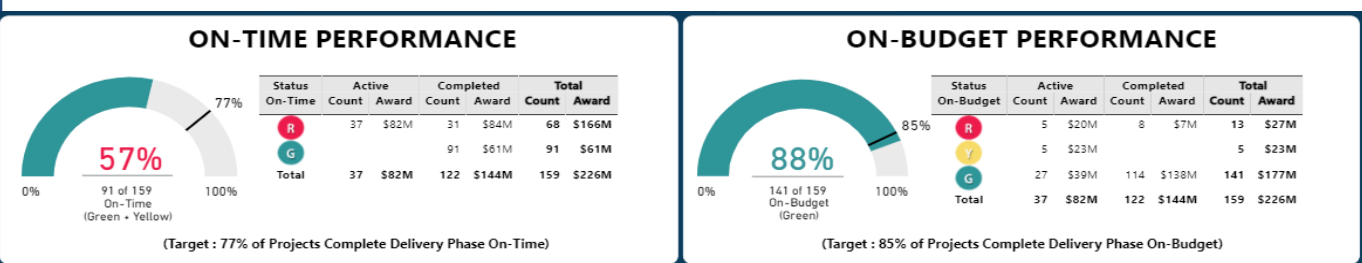
DEVELOPMENT PERFORMANCE

The final numbers for fiscal year 2021 locally administered project development ended at 63% for on-time development and 80% for on-budget development. Over the past two years, Locally Administered Projects have ended on-time development at 68% for FY20 and 68% for FY19.



DELIVERY PERFORMANCE

The final numbers for fiscal year 2021 locally administered project delivery ended at 57% for on-time delivery and 88% for on-budget delivery. The previous two fiscal years for project on-time delivery ended at 50% for FY20 and 56% for FY19.



The second way VDOT tracks program success is through tracking they calendar year commitments list. The commitments list are projects that are anticipated to be advertised during the current calendar year to establish a baseline. The CY 2021 baseline is to advertise 180 projects at a value of \$398M. As of July 15th, the local program has advertised 74 projects at a value of \$287M. For more information about our CY2021 Commitment Baseline List, and to view previous years, please visit our [website](#).

While we believe the impacts of COVID may have contributed to the drop in our Dashboard metrics, we know there are other contributing factors as well. The Local Assistance Division, as well as the rest of VDOT, are committed to helping our local partners improve these numbers and reach Dashboard targets. It is imperative that all localities work closely with their District Project Coordinators to ensure project information is updated during project development in a timely manner and ensure that your locality representative inputs data directly into NVAP monthly for projects under construction. This year LAD created a new LAP Development Performance report and implemented a scoping reminder process so that localities are reminded of approaching scoping dates and the opportunity it presents to re-baseline their project.

LAP DEVELOPMENT PERFORMANCE REPORT

The Local Assistance Division is pleased to announce a new LAP Development Performance report! The LAP Development Performance report allows external users to access locality on-time and on budget performance for all projects yet to be awarded and compare this performance with other localities within their district. The report also offers users the ability to dive into locality specific trends, workload and project statuses.

Local Assistance Program Performance Report								
Select your district, then use the buttons below to navigate to performance detail pages.								
Bristol	Culpeper	Fredericksburg	Hampton Roads	Lynchburg	Northern Virginia	Richmond	Salem	Staunton
Project Development FY2021 On-Time Performance			Project Development FY2021 On-Budget Performance			Billing (All FY's)		
59.6%			65.2%			Projects 750		
						Late Billing Not Billed		
						249 135		

Continued on next page ...

Another feature of the report is the late billings project list which shows any projects without locality invoices for a period of four months or more. A link to the LAP Development Performance report, features and user guide is available on the Local Assistance external page: <https://www.virginiadot.org/business/local-assistance-locallyAdministered.asp>.

Please submit questions, comments and recommendations through this survey link: <https://www.surveymonkey.com/r/Y56QQ92>

PROJECTWISE DELIVERABLES MANGEMENT

As part of our continued effort to provide greater transparency and access to our local partners, Local Assistance Division (LAD) in partnership with VDOT Location & Design (L&D) are implementing the ProjectWise Deliverables Management system for all locally administered projects. This software streamlines coordination between local partners and VDOT on project deliverables and information. Local partners accesses an online portal to submit critical project documents. Using the portal is intuitive and free of charge. All account setup is handled by VDOT.

Benefits

- Centralizes project information for all project team members, internally and externally
- Improves continuity by providing new team members with historical submittals, documents and comments
- Reduces file size issues experienced with email
- Gives team members ability to delegate workload when away from the office

Rollout Schedule

Beginning in March 2021, training and portal access will be provided to each district during a specified period. This allows our trainers to offer smaller classes. Initial rollout should be complete by Spring 2022. Below are the districts and the associated training period.

Local Assistance Division will work with your district points of contact on how to attend these training opportunities. For more information, visit our ProjectWise Deliverables Management [webpage](#).

District	Month(s)
Staunton	March 2021, April 2021
Hampton Roads	April, May, June 2021
Salem	July, August 2021
NOVA	July, August 2021
Culpeper	September, October 2021
Richmond	September, October 2021
Fredericksburg	November, December 2021
Lynchburg	November, December 2021
Bristol	November, December 2021
Statewide Catch-up	January, February, March 2022

SALEM DISTRICT AWARDS CHRISTIANSBURG LOCALITY OF THE YEAR!

Let us congratulate the Town of Christiansburg on being Salem District's 2021 Locality of the Year for the second year in a row! The Town of Christiansburg has dedicated time to attend every Local Program Workshop, LAP Day hosted by the district, district training opportunities, and project pipeline discussions. The Town also regularly attends VDOT sponsored training through TTA and TPML. Moreover, they have dedicated CEI Firms on contract for local administered project delivery (construction), are consistent on construction documentation and provide reimbursement requests for each active project every month.

Christiansburg has completed the development of 14 locally administered projects with great on-time and on-budget performance. This includes an \$8 million North Franklin corridor Smart Scale project, which came in on-time and under-budget.



LOCALLY ADMINISTERED PROJECTS QUALIFICATION PROGRAM



Effective January 1st, 2021, every locality must have one person “qualified” in order to administer federally funded projects. Currently, there are [143 localities](#) who have successfully completed the Qualification Program and have received the “qualified” status. **Please note, while PDCs and consultants are able to take the Qualification Program training, they are not able to hold the “qualified” status for a locality. PDCs can only hold the “qualified” status for a project if they enter into a project agreement with VDOT.**

If your locality does not have “qualified” status or you want more information on the Qualification Program, please visit our [website](#) for upcoming dates & more information.

Funding Programs Update

REVENUE SHARING PROGRAM

The Revenue Sharing Smart Portal pre-application intake period closed Thursday, July 1st with 216 pre-applications submitted. The full application period will open August 16th and close October 1st at 5:00pm. As a reminder, a pre-application is required in order to submit a full application.

The FY21-22 deallocation process is underway. Projects subject to deallocation in this review are those funded in FY19 with no expenditures since December, 31, 2019; projects completed for 6 months or more; projects funded in FY21 and prior with no expenditures; and projects that have allocations greater than the award estimate.

STATE OF GOOD REPAIR (SGR) PRIMARY EXTENSION & LOCALLY OWNED BRIDGES

The FY23 State of Good Repair program applications for primary extension and locally owned bridges are in development. The **primary extension** application format will remain the same as in prior years with qualifying segments being uploaded to the Smart Portal. Qualifying segments have a critical condition index (CCI) below 60 based on data collected through VDOT’s contract with Fugro. Segment data will be shared with localities when the Smart Portal opens for applications. The application intake period is anticipated to open on October 4th.

Beginning in the FY23 cycle, applications for **locally owned bridges** will require a pre-application. A webinar is planned for August 5th. The webinar will include information on the pre-application, full application as well as pre-scoping. Additional information regarding the webinar and updates to the locally owned bridge applications will be shared soon.

TRANSPORTATION ALTERNATIVE PROGRAM

Highlights of the 2023 Transportation Alternatives Program (TAP) Pre-Applications:

Pre-Application window opened on May 17, 2021, and closed July 1, 2021.
There were a total of 179 pre-applications submitted:

Pre-Applications submitted by District:

Bristol – 19	Culpeper – 8	Fredericksburg – 16
Hampton Roads – 30	Lynchburg – 10	NOVA – 33
Richmond – 28	Salem – 16	Staunton – 19

The full-application window will open on August 16, 2021, with final applications due by 5pm on October 1, 2021. As a reminder, a pre-application was required in order to submit a full application.

FY21 LAD Staff Changes in the Past Year

PROMOTED STAFF

KELLY WALDROP

Kelly Waldrop joined us as the Division's Assistant Division Director for Local Projects and Outreach where she leads our locally administered projects team and the Division's Outreach and Training efforts, as well as our performance oversight and tracking program. Kelly spent a year with the Local Assistance Division as the federal funds program manager where she led the Transportation Alternatives Program, as well as other programs including the Federal Lands Access Program and the Scenic Byways Program. Prior to coming to the Local Assistance Division she worked in the Hampton Roads District for almost 5 years working as a LAP Program Manager. She successfully coordinated project development and delivery for the cities of Virginia Beach and Chesapeake as well as the Town of Chincoteague, and also worked on a number of initiatives related to local programs. Kelly is a graduate of the College of William and Mary and served in the United States Marine Corps.

MICHAELA MCCAIN

Michaela McCain has been promoted to the Performance and Engagement Program Manager position within the Local Assistance Division. In this role Michaela oversees the Division's outreach program, performance reporting and compliance of locally administered projects. Michaela began her career at VDOT in 2012 with the Local Assistance Division in the Core Development Program as a Business Associate. Upon completion of the program, she became the Access Roads Programs Manager and supported the Revenue Sharing program. Michaela also served at the Richmond District as a Project Coordinator for locally administered projects. In 2018, she returned to the Local Assistance Division in the new role of Outreach Coordinator where she led the effort to develop the Qualification Program for locally administered project management and also provided additional support to outreach programs including the Local Programs Workshop and performance reporting.

PENNY FORREST

Penny Forrest has been promoted to the Assistant Division Director for Program Management for the Division. Penny oversees our Federal Programs Section, our State Programs Section, as well as our newly established Financial Management Section. Penny has been in the Local Assistance Division for 15 years, as the Division's Special Projects Manager (handling all those tasks no one else wanted). Penny also has also managed the Division's Outreach efforts, including the Local Programs Workshop. Prior to coming to the Local Assistance Division, Penny held the positions of Assistant State Maintenance Engineer and Resident Engineer. Penny is also a proud Hokie.

TRACI LUU

Traci Luu has been promoted to the Outreach Manager position within the Local Assistance Division. In this role, Traci oversees the Locally Administered Projects Qualification Program and provide additional support to the Division's outreach programs, which includes the Local Programs Workshop. Traci joined VDOT in June 2019 as a Business Associate in the Core Development Program and graduated last month. During her time in the Program, she has helped the Division with various projects and rotated through other divisions within the agency. Traci has a Bachelor's of Science degree and a Master's of Science degree from Virginia Commonwealth University. She is currently working towards her second Master's degree in Information Systems.

PLEASE WELCOME OUR NEW STAFF MEMBERS!

DENEKA GARY-PARHAM

Deneka Gary-Parham joined the Local Assistance Division as our Financial Manager. Her position leads efforts in financial closeout, reconciliation and process development across all programs managed in Local Assistance. Deneka started her VDOT career in LAD as an intern, Deneka has over 15 years of programming experience with VDOT, most recently as the Federal Funds Manager with Federal Programs Management Division, where providing oversight and leadership related to the financial management of federal funds, developing and managing the department's federal obligation plan to ensure maximized use of federal funds; managing federal project agreements; and federal project monitoring and close out, including the FIRE Report. Additionally, she has held past PIM roles in Fredericksburg, Hampton Roads, and Richmond Districts. She holds a Master's Degree in Business Administration and Bachelor's Degree in Finance and Economics.



ROBIN AMOS

Robin Amos joined the Local Assistance Division and will assist with the Revenue Sharing program. Robin has worked in the accounting field for 20+ years running her own business. She is married and her oldest daughter attends GMU and her youngest daughter will be a senior in high school.



TERRY SHORT

Terry Short joined us as the Division's new Federal Programs Section Manager. He oversees the Transportation Alternatives, Federal Lands Access, Scenic Byways Designation, and other federal-aid programs. He joins us from Staunton District where he has served as the District Planning Manager for the last 16 years. Terry holds a BS in Political Science, and Masters in Urban Planning and Policy. In addition, he holds a Project Management Professional certification, and is recognized as a member of the American Institute of Certified Planners (AICP). Terry is a two-time Commissioner Award winner, as well as a Governor's Award winner in the field of Teamwork. Terry lives in Waynesboro with his wife and two children.



TZIERA GINN

Tzieria Ginn joined Local Assistance Division's Financial Management Team as a Financial Specialist. She assists with financial closeout, reconciliation and process development across all programs managed in Local Assistance. Tzeria has over 13 years of experience in finance and joined VDOT in 2016 as Core Development Program Associate. She began her VDOT career with Federal Programs Management Division before transitioning to the Administrative Services Division, as a business analyst. In her most recent role, Tzeira served as a business analyst for the Capital Outlay and Facilities Management Division where she managed and reconciled the statewide capital program budget, provided financial oversight of all budget and accounting activities for capital and maintenance reserve projects, and conducted research and analysis to identify and recommend improvements for work flow processes. She holds a Bachelor's Degree in Science from Virginia Commonwealth University and a Master's Degree in Business Administration.

